Tournament Module Guide: Scheduling

Guide 3 of 3

Dec 2024

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ABOUT THIS GUIDE

Welcome to the third part of our Tournament Module Guide! In this section, we'll explore the various options available for scheduling your league or tournament. Whether you prefer a guided approach with the Scheduling Wizard, the flexibility of Excel uploads, or the hands-on control of manual scheduling, we've got you covered.

Note: *Remember to consider factors such as team availability, venue availability, and any special requirements when creating your schedule.*

This Tournament & Gaming Management Guide provides Tournament Directors and/or League Coordinators with an overview of different methods to schedule tournament/league schedules within the Sports Connect for Associations Tournament & Gaming Module. This is guide 3 of 3.

We also provide TIPS and NOTES throughout this guide.

The basic steps for creating a schedule:
> A. Apply Teams
> B. Accepting Teams
> C. Field Availability Setup
> D. Flight Schema Setup
> E. Schedule Games
> F. Publish Schedule

Last Update: 1/13/2025

SCHEDULING OPTIONS

Once your teams are accepted you are ready to schedule your games. Scheduling your league or tournament can be a complex task, but with the right tools, it becomes manageable and efficient. You choose what works best for you!

Let's explore the three main options available:

1. **Using the Scheduling Wizard**

The Scheduling Wizard is a user-friendly tool designed to streamline the scheduling process. It guides you through step-by-step, helping you set up game times, locations, and teams with ease. This visual interface allows you to see the schedule as you build it, making adjustments as needed.

2. **Uploading a Schedule from Excel**

If you already have a schedule prepared in Excel, you can easily upload it into the system. This option is ideal for those who prefer to work with spreadsheet software or have complex scheduling requirements that are easier to manage outside of the system.

3. **Manual Scheduling**

For ultimate control and customization, manual scheduling allows you to input each game individually. While this method may be more time-consuming, it offers the flexibility to accommodate unique scheduling needs and last-minute changes.

No matter which option you choose there's a solution that fits your needs!

The goal is to create a well-organized and efficient schedule for your league or tournament. With the right approach and tools, you can ensure a successful and enjoyable experience for all participants.

SCHEDULING WIZARD

The Schedule Wizard is a powerful tool designed to simplify the process of creating schedules for your league or tournament. Here, you'll find everything you need to efficiently

organize and manage your tournament schedule for this season/ year. It provides multiple ways for you to quickly schedule games.

Here's a quick summary of the four options for using the scheduling wizard:

1. **Pairing Only For League Play Scheduling – Dates Only:**

- Automatically pairs teams and schedules games based on selected dates.
- Ideal for scheduling games based solely on dates without specifying time or field details.
- This method is commonly used by leagues who are responsible for generating matchups/dates, the home teams/clubs are then responsible for adding the field info and time details.

2. **League Play Scheduling – Pairing Date, Time & Field:**

- Similar to the first option, it allows for more detailed scheduling by including date, time, and field specifications.
- Enables you to assign specific dates, times, and fields to each game.

3. **Bracket Tournament Scheduling – Date, Time & Field:**

- Specifically designed for tournaments, this option provides advanced bracketing functionality.
- Allows for scheduling games with date, time, and field details according to tournament bracket templates.

4. **Tournament Scheduling – Single Elimination:**

- Tailored for single-elimination tournaments.
- Creates knock-out schedules based on predefined templates, offering options for ranked and randomized seeding.

Choose the method that best suits your needs and follow the steps below.

ACCESS THE SCHEDULE WIZARD

1. Log in to your Sports Connect platform.
2. Navigate to the scheduling module and choose your schedule.
3. Hover over the "Scheduling" option on the toolbar.
4. Find and select the option "Schedule Wizard".
5. Select the schedule style you plan to generate.
6. To begin setting up your schedule, you'll first need to pick your age group or division, called a flight. It's like choosing the group of teams you want to work with.

Note: Remember, the wizard knocks out schedules flight by flight, not all at once.
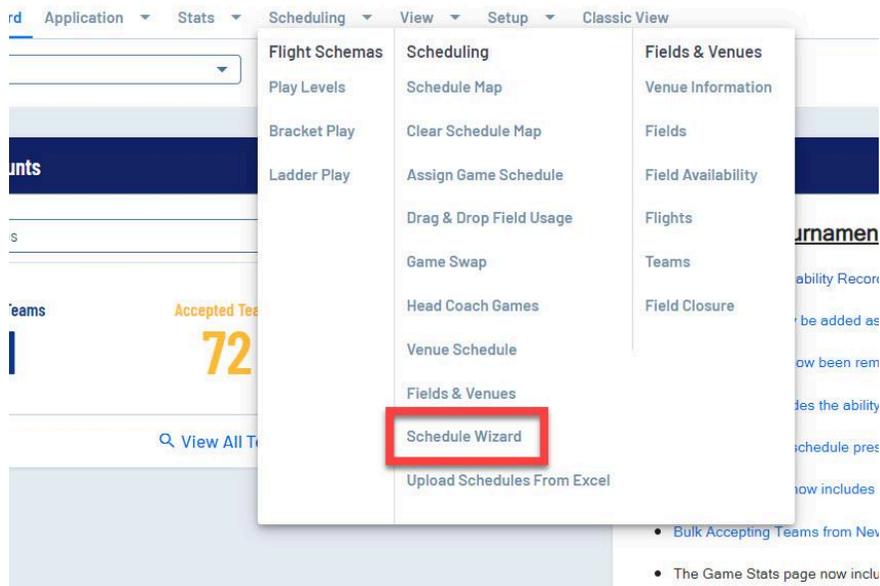
PAIRING ONLY - DATES ONLY

This wizard style is a straightforward method for setting up game pairings for your desired dates. With this option, you can assign game dates without specific times or fields. It utilizes the 'Virtual TBD' field– placeholders for scheduling games without specifying physical locations. This approach offers flexibility in assigning game pairings to desired dates without the need to allocate specific fields to get started.

These tabs allow you to navigate through the different aspects of this specific scheduling wizard method.

1. **Teams:** Manage the teams participating in the selected group.
2. **Games:** Set up and manage the game's matchups.
3. **Schedule:** Create, view, and adjust the overall schedule.
4. **Publish:** Finalize and make the schedule available to participants.

1.   TEAMS

View and manage the teams participating in the selected playgroup.

SELECT PLAY GROUP (FLIGHT)

Choose the age group or flight you want to create pairings for.

CREATE GROUPS OF TEAMS

Input the number of teams per group in this flight. Indicate whether a Bye team is included for uneven team numbers, then choose 'Create Group Teams'.

Note*: If your schedule has more than one group you can add it on the next screen.*

Select Play Group (Flight) to Start League Play Scheduling Wizard:

Girls Under 14

Teams	Games	Schedule	Publish

Create Group Team:
Please review the number of accepted team applications you have available prior to creating your schedule.
If you have an uneven amount of teams available, you should include a BYE in your schedule.

Number of team in a group	4
Use a Bye Team?	○ Yes ● No

Create Group Team

To change group team setting in detail, use the following links.
If you update data by those links, please click Wizard Step to refresh data after updating.
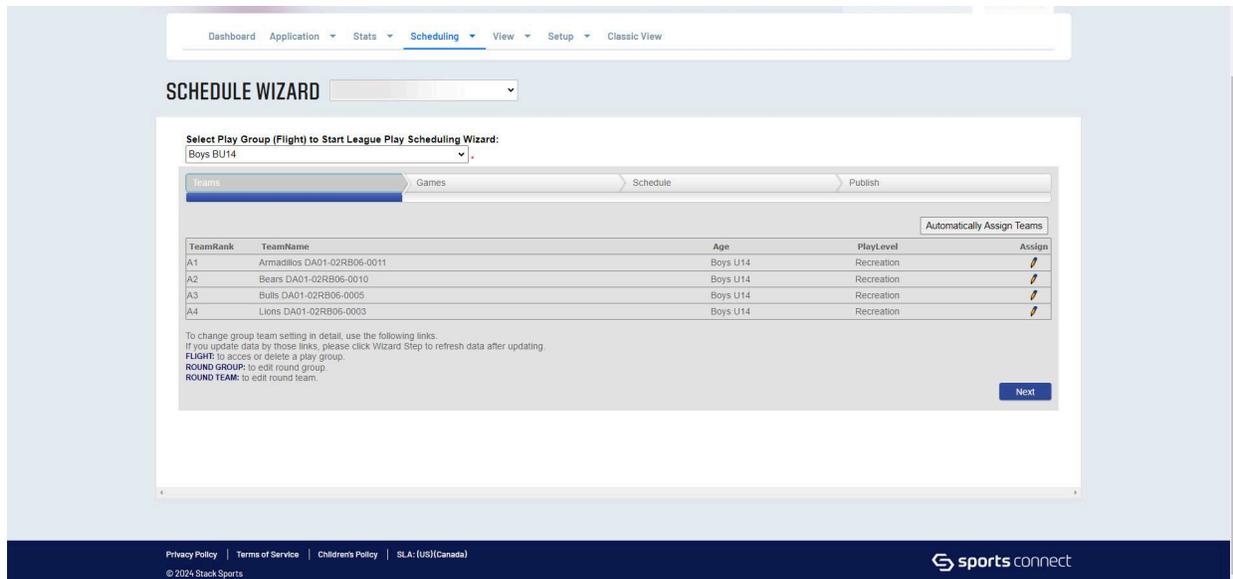**FLIGHT**: to access or delete a play group.

Next

ASSIGN TEAMS

The next step involves assigning teams to participate in the upcoming games. The system automatically populates the page with slots for teams and ranks.

You have two options for assigning teams:

1. **Automatically Assign Teams**: Let the system auto-assign teams to a rank.
2. **Manual Assign**: Click the pencil icon and select a team from the dropdown.

Pick the method that best suits your needs to ensure that the right teams are included in the pairings for the upcoming games, then choose 'Next'.

🔐Use the links on the bottom left of the screen to change team settings in more detail.

- The **flight** link takes you to view all play levels for your tournament/league schedule. From here you can access your play levels in more detail or add/delete a play level group to start over.
- Choosing to edit the **round group** will allow you to add/delete a round for the specific age group you are working on in the wizard. The group is the list of teams that will be playing during this round of play. Use this configuration to add additional groups to your round.
- The edit **round team** option allows you to adjust the number and list of teams playing this round for the group.

Note: Changes are not saved until you press the Save button (at the bottom of the page). If you update data using these links, click Wizard Step to refresh data after updating.

2.   GAMES

Quickly determine the key details for each game! In this section, you'll specify the parameters for your games, including their duration, halftime, and any other relevant rules. Modify game details, blackout dates, and game templates as needed.

SET PARAMETERS

Enter Game Length: First, determine how long each game will last by specifying the duration in minutes. For instance, in soccer, it might be 50 minutes.

Select A Template: Choose a template matching the number of games per team and click 'Create Game'. This will provide you with the team pairings for each game, with a game number.

Note: *If you do not see your specific scenario in the template choose the one closest to your desired style and update the number of games next.*

REVIEW & UPDATE

Take some time to review and adjust the games accordingly.

To modify pairings, click on the edit pencil icon. From there, you can update, delete, or create new pairings as needed.

🔐Use the links on the bottom left of the screen to change game pairings in more detail after creating games.

- The **round game** link allows you to manage game schedules for the specific round of play. You can edit a specific game match-up, delete it, start over, or assign game dates.
- The **home/away game** link gives you a view with counts for home games/away games by team.

Note: Changes are not saved until you press the Save button (at the bottom of the page). If you update data using these links, click Wizard Step to refresh data after updating.

Choose Save & Continue once you are happy with the games.

3.   SCHEDULE

Schedule games based on specific calendar dates

SET DATE PARAMETERS

Use the tool to auto-assign game dates or enter dates individually in the open text field.

Add the start date along with what days of the week games can be played then choose the "assign game date" button and the wizard will populate the dates for you.

Note: *All games will be scheduled on a 'virtual TBD' field automatically.*

If there are specific dates you want to skip, use the "Blackout Date" option which will take you to the bracket to blackout days for the whole flight or individual teams.

REVIEW

Review the generated schedule to ensure accuracy and fairness. Make any necessary date adjustments.

Once you have approved it, choose the "Save Date" button to confirm the dates.

SCHEDULE ON DATE TIME WITH A FIELD (OPTIONAL)

If you decide to switch from pairing only to adding the time and field you can toggle to the option for setup.

You will be presented with options to schedule games for the selected playgroup (flight) in the league.

Here's a quick breakdown of what you can do on this page:

- **Fields & Venues:** This section is all about setting up where the games will be played. You can manage venues, fields, and their availability for the league.
- **Round Field:** If you're playing games in rounds and using different fields for each round, this is where you set that up.
- **Schedule Map:** This is where the magic happens! You can let the system automatically generate game schedules based on your settings.

- **Assign Schedule Manually**: If you prefer to have more control, you can manually assign game schedules to specific dates, times, and fields.
- **Clear Schedule Map:** Need to start over? This button lets you wipe the slate clean and clear all scheduled games. Just remember, once games have been played, you can't clear them.

Note*: If you do not have most of the venue information set up we recommend starting with the pairing, date, time, and field option. You won't have to start at the beginning step.*

🔐Use the links on the bottom left of the screen to change things in more detail.

- **Round Game**: This option lets you dive into the details of individual games within a round. You can edit specifics like teams, dates, times, and fields for each game.
- **Blackout Date:** Here, you have the power to add or remove blackout dates. These are dates when games cannot be scheduled, perhaps due to venue availability or other events.
- **Assign Schedule:** With this feature, you can assign or remove game schedules to specific dates, times, and fields. It's a precise way to control when and where each game takes place.
- **Drag/Drop Schedule:** This option offers a more visual approach to scheduling. You can drag and drop games onto dates, times, and fields, making adjustments intuitively.
- **Upload Schedule:** If you've already mapped out your schedule in an Excel spreadsheet, this tool lets you upload it directly into the system. It's a convenient way to transfer scheduling data quickly and accurately.
- **Clear Schedule:** Need to start fresh? This button clears out all unscheduled games, giving you a clean slate to work with. It's handy for resetting the schedule or making major changes.
- **Schedule:** Finally, this option allows you to view the schedules you've created. You can see all the details of each scheduled game, including teams, dates, times, and fields. It's a great way to double-check your work and ensure everything is set up correctly.

Note*: Changes are not saved until you press the Save button (at the bottom of the page). If you update data using these links, click Wizard Step to refresh data after updating.*

4.   PUBLISH

Once everything is set up just right, this is where you make the schedule official and share it with everyone involved.

REVIEW AND TWEAK

Take a final review of the generated schedule to ensure accuracy and fairness. Make any necessary adjustments, such as swapping game times or venues, to optimize the schedule for all teams involved.

FINALIZE AND PUBLISH

Once you're satisfied with the schedule, finalize and publish it. For your organization, this may involve generating printable **team schedules**, sending notifications to teams, or making the **schedule available online** for viewing.

- You have the option to **export the flight or field schedules** to Excel or PDF format. This can be useful for sharing schedules with team staff and provides an offline way to keep track of field assignments and availability.

The **Set Schedule Visible to the Public** button allows you to control when the schedule becomes visible online.

Note: You can choose to publish the schedule internally first for review before making it visible on the public website by deselecting the checked option. This gives you control over the timing of the schedule's release and ensures that any necessary adjustments can be made before it is made public.

Leave the check box and choose save to publish your schedule now or come back here to publish it later.

🔐 Use the links on the bottom left of the screen to change team settings in more detail.

- **Publish Schedule**, allows you to edit, view, or publish age groups, schedules, and game stats. You can control when and how the schedule is published, whether internally for team managers or publicly on the association's website.
- **Public Teams & Schedules View** link gives you a list of accepted teams, their schedules, and their results after the schedule has been published. It provides a public-facing view of the schedule and results for spectators, parents, and other stakeholders.

Choose finish when you are ready to move on to the next flight.

PAIRING DATE, TIME & FIELD

Pairing Date, Time and Field

The system will pair your teams and configure open dates, times and fields to play through a round robin based on constraints that you configure. You can then edit and verify the schedule.

The ability to choose from various templates for scheduling adds a unique and valuable dimension to the scheduling wizard. Here's why it's beneficial:

- **Conflict Management:** By setting specific dates, times, and fields, organizers can better manage and avoid conflicts between games, ensuring smooth tournament progression.
- **Customization:** This method allows for a high level of customization, making it possible to tailor the schedule to the needs of teams, fields, and other resources.
- **Improved Organization:** Assigning specific details to each game helps maintain an organized and clear schedule, making it easier for participants to follow and understand.
- **Optimized Resource Use:** Ensuring fields and times are used effectively can help prevent overbooking or underutilization of resources, leading to a more efficient tournament operation.

These tabs allow you to navigate through the different aspects of this specific scheduling wizard method.

1. **Teams:** Manage the teams participating in the selected group.
2. **Games:** Set up and manage the game's matchups.
3. **Fields:** Organize the venues and fields where games will be played.
4. **Schedule:** Create, view, and adjust the overall schedule.
5. **Publish:** Finalize and make the schedule available to participants.

1. TEAMS

View and manage the teams participating in the selected playgroup.

SELECT AGE GROUP (FLIGHT)

Choose the age group or flight for which you want to create pairings.

CREATE GROUPS OF TEAMS

Input the number of teams per group in this flight. Indicate whether a Bye team is included for uneven team numbers, then choose 'Create Group Teams'.

Note: *If your schedule has more than one group you can add it on the next screen.*

Create Group Team:
Please review the number of accepted team applications you have available prior to creating your schedule.
If you have an uneven amount of teams available, you should include a BYE in your schedule.

Number of team in a group	4	*
Use a Bye Team?	○ Yes ● No	

Create Group Team

To change group team setting in detail, use the following links.
If you update data by those links, please click Wizard Step to refresh data after updating.
FLIGHT: to access or delete a play group.

Next

Note: If you have not created a flight yet you can manually add it by choosing the flight link at the bottom left of the screen or choosing the "Create Group Team" button for a flight to be created for you.

ASSIGN TEAMS

The next step involves assigning teams to participate in the upcoming games. The system automatically populates the page with the teams accepted for that flight and auto-assigned ranks.

You have two options for assigning teams:

Automatically Assign Teams: Let the system auto-assign teams to a rank.
Manual Assign: Click the pencil icon and select a team from the dropdown.

Teams	Games	Fields	Schedule	Publish

Automatically Assign Teams

TeamRank	TeamName	Age	PlayLevel	Assign
A1	Swift Saves DA01-02CG12-0010	BU15	Competitive	✏
A2	Goal Getters DA01-02CG15-0004	BU15	Competitive	✏
A3	Offside Offenders DA01-02CG15-0005	BU15	Competitive	✏
A4	Out Of Bounds DA01-02CG15-0006	BU15	Competitive	✏
A5	Rainbow Riders DA01-02CG14-0007	BU15	Competitive	✏
A6	Shin-Guard Shifters DA01-02CG14-0008	BU15	Competitive	✏

To change group team setting in detail, use the following links.
If you update data by those links, please click Wizard Step to refresh data after updating.
FLIGHT: to acces or delete a play group.
ROUND GROUP: to edit round group.
ROUND TEAM: to edit round team.

Next

Pick the method that best suits your needs to ensure that the right teams are included in the pairings for the upcoming games, then choose 'Next'.

🔐Use the links on the bottom left of the screen to change team settings in more detail.

- The **flight** link takes you to view all play levels for your tournament/league schedule. From here you can access your play levels in more detail or add/delete a play level group to start over.
- Choosing to edit the **round group** will allow you to add/delete a round for the specific age group you are working on in the wizard. The group is the list of teams that will be playing during this round of play. Use this configuration to add additional groups to your round.
- The edit **round team** option allows you to adjust the number and list of teams playing this round for the group.

Note: *Changes are not saved until you press the Save button (at the bottom of the page). If you update data using these links, click Wizard Step to refresh data after updating.*

2. GAMES

Quickly determine the key details for each game! In this section, you'll specify the parameters for your games, including their duration, halftime, and any other relevant rules. Modify game details, blackout dates, and game templates as needed.

SET PARAMETERS

Game Length in Minutes: First, determine how long each game will last by specifying the duration in minutes. For instance, in soccer, it might be 50 minutes.

Intergame Interval: This is the break time between games. Think of it as the cooldown period. For example, 120 minutes might be ideal to allow teams to rest, recover, and prepare for their next game.

Games per Team per Week: How many games will each team play in a week? This helps balance the schedule for fairness.

Blackout Dates: Sometimes, there are days when games can't be scheduled, like holidays or maintenance days. You can view existing blackout dates and add new ones as needed. Extend blackout dates to other flights if needed and check which teams have blackout dates applied.

Select A Template: Choose a template matching the number of games per team and click "Create Game." This will provide you with the team pairings for each game, with a game number.

Note: *If you do not see your specific scenario in the template choose the one closest to your desired style and update the number of games next.*

REVIEW & UPDATE

Take some time to review and adjust the games accordingly.

To modify pairings, click on the edit pencil icon. From there, you can update, delete, or create new pairings as needed.

🔐Use the link on the bottom left of the screen to change game pairings in more detail after creating games.

- The **round game** link allows you to manage game schedules for the specific round of play. You can edit a specific game match-up, delete it, start over, or assign game dates.

Note: Changes are not saved until you press the Save button (at the bottom of the page). If you update data using these links, click Wizard Step to refresh data after updating.

Choose Save & Continue once you are happy with the games.

3. FIELDS

Configure venue and field settings for the league play. This includes setting up venues, and fields to be used in the schedule, and providing field availability.

CHOOSE FIELDS

Select or deselect fields for scheduling. Unchecking a field here removes it from the scheduling process. Search for and add new fields or venues if needed.

- **Size:** Indicates the size or type of the field.
- **Available:** Shows whether the field is currently available for scheduling.
- **Add Field Availability:** Click here to set up availability date, and time records for the available fields.
- **Choose Fields**: Select or deselect fields to use for scheduling.

Note: Set up and review availability before using that field in the schedule. When you add availability you are required to refresh the screen.

Size	Available	Add Field Availability	Choose Fields
Turf	✓	+	☐
Turf	✓	+	✓
Turf	✓	+	☐

Size	Available	Add Field Availability	Choose Fields
11v11 Grade 7+	✓	+	✓

Size	Available	Add Field Availability	Choose Fields
11v11 Grade 7+	✓	+	☐

Size	Available	Add Field Availability	Choose Fields
11v11 Grade 7+	✓	+	▣
11v11 Grade 7+	⊘	+	
11 V 11 light	⊘	+	

Previous Save & Continue

4. SCHEDULE

Schedule games for specific date times along with field assignments.

SET PARAMETERS

Start by inputting the Start Date, End Date & Time for the scheduling period then choose 'Schedule Games' to proceed.

Total Games	Unscheduled Games
42	42

Start Date & Time

January ∨ | 01 ∨ | 2025 ∨ | at | 08 ∨ | 00 ∨ | AM ∨

End Date & Time

January ∨ | 31 ∨ | 2027 ∨ | at | 10 ∨ | 00 ∨ | PM ∨

Schedule Games

You will be notified if any unscheduled games are left for this flight.

The 'Schedules Created' alert means that all games have been successfully scheduled. Once you see that message you can proceed to the next step in the scheduling process by clicking the 'NEXT' button."

Note: *You may need to add more field availability on the previous step to schedule all games successfully.*

SCHEDULE WIZARD 2024 Schedule ∨

Select Play Group (Flight) to Start League Play Scheduling Wizard:
Boys BU14 ∨ *

| Teams | Games | Fields | Schedule | Publish |

Scheduling for Boys BU14

Total Games	Unscheduled Games
36	0

There are no unscheduled games for this flight. Press NEXT to continue.

Schedules Created.

Boys BU14 - Bracket Game List

🔓 Use the links on the bottom left of the screen to change things in more detail.

- **Assign Schedule:** This option allows you to assign or delete game schedules to specific dates, times, and fields. You can specify when and where each game will take place within the given scheduling period.

- **Drag/Drop Schedule:** With this feature, you can easily assign or delete game schedules to specific dates, times, and fields by simply dragging and dropping them into place on the scheduling calendar. It provides a user-friendly interface for adjusting game schedules.
- **Clear Schedule:** Enables you to clear the entire schedule of unplayed games. If you need to start over or make significant changes to the schedule, using the clear schedule function will remove all existing game assignments, allowing you to begin fresh.

Note: *Changes are not saved until you press the Save button (at the bottom of the page). If you update data using these links, click Wizard Step to refresh data after updating.*

REVIEW

Review the generated schedule to ensure accuracy and fairness. Make any necessary adjustments.

Choose Next once you have approved the schedule.

5. PUBLISH

Once everything is set up just right, this is where you make the schedule official and share it with everyone involved.

REVIEW AND TWEAK

Take a final review of the generated schedule to ensure accuracy and fairness. Make any necessary adjustments, such as swapping game times or venues, to optimize the schedule for all teams involved.

FINALIZE AND PUBLISH

Once you're satisfied with the schedule, finalize and publish it online. For your organization, this may involve generating printable **team schedules**, sending notifications to teams, or making the **schedule available online** for viewing.

- You have the option to **export the flight or field schedules** to Excel or PDF format. This can be useful for sharing schedules with team staff and provides an offline way to keep track of field assignments and availability.

The **Set Schedule Visible to the Public** button allows you to control when the schedule becomes visible online.
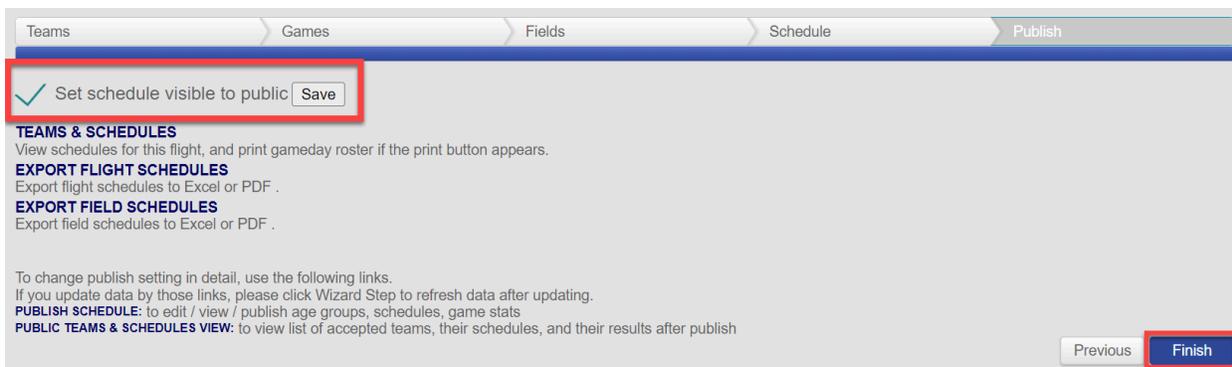
Note: *You can choose to publish the schedule internally first for review before making it visible on the public website by deselecting the checked option. This gives you control over the timing of the schedule's release and ensures that any necessary adjustments can be made before it is made public.*

Leave the check box and choose save to publish your schedule now or come back here to publish it later.

🔐 Use the links on the bottom left of the screen to change team settings in more detail.

- **Publish Schedule**, allows you to edit, view, or publish age groups, schedules, and game stats. You can control when and how the schedule is published, whether internally for team managers or publicly on the association's website.
- **Public Teams & Schedules View** link gives you a list of accepted teams, their schedules, and their results after the schedule has been published. It provides a public-facing view of the schedule and results for spectators, parents, and other stakeholders.

Choose finish when you are ready to move on to the next flight.

TOURNAMENT BRACKETING

Tournament bracketing in the scheduling wizard offers a comprehensive solution for organizing and managing tournaments, resulting in a more streamlined, efficient, and enjoyable tournament experience for both organizers and participants.

Tournament Bracketing

Create brackets with advancing rounds. Choose from a number of existing tournament templates and schedule games using dates, times and fields you configure. You can then edit and verify the schedule.

The ability to choose from various templates for scheduling different types of rounds adds a unique and valuable dimension to the scheduling wizard.
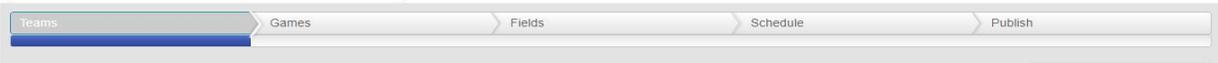
Here's why it's beneficial:

- **Versatility:** Templates allow organizers to adapt the schedule to different tournament formats like crossovers, round robins, semi-finals, and finals.
- **Ease of Use:** Organizers can select templates instead of configuring each round manually, saving time and effort.
- **Customization:** Templates provide a starting point, but organizers can still customize settings to meet specific tournament needs.
- **Clarity and Organization:** Templates help maintain clarity and organization, making the tournament structure easy to understand.
- **Efficiency:** Using pre-defined templates speeds up the scheduling process without compromising accuracy or quality.

These tabs allow you to navigate through the different aspects of this specific scheduling wizard method.

1. **Teams:** Manage the teams participating in the selected group.

2. **Games:** Set up and manage the game's matchups.
3. **Fields:** Organize the venues and fields where games will be played.
4. **Schedule:** Create, view, and adjust the overall schedule.
5. **Publish:** Finalize and make the schedule available to participants.

1.   TEAMS

View and manage the teams participating in the selected playgroup.

SELECT PLAY GROUP (FLIGHT)

Choose the age group or flight you want to create pairings for.

CREATE GROUPS OF TEAMS

Input the total number of teams in this flight then choose next for tournament template options.

Select A Template: Select the format you would like to use for your tournament (Ex. Round-Robin or Crossover to a Final with Consolation game). Choose 'Save & Continue' for the next step.

2.   GAMES

In this section, you'll specify the parameters for your games, including their duration, halftime, and any other relevant rules. Modify game details, blackout dates, and game templates as needed. Quickly determine the key details for each game!

SETUP GAME PARAMETERS

Game Length in Minutes: This setting controls the "Start Time Interval" of your games i.e. how long is the field blocked off before another game can be scheduled regardless of the length of the game itself. Both of these settings can later be adjusted in flight schemas-play levels if needed.

Intergame Interval: This is the break time between games. Think of it as the cooldown period. For example, 120 minutes might be ideal to allow teams to rest, recover, and prepare for their next game.

Games per Team per Week: How many games will each team play in a week? This helps balance the schedule for fairness.

Blackout Dates: Sometimes, there are days when games can't be scheduled, like holidays or maintenance days. You can view existing blackout dates and add new ones as needed. Extend blackout dates to other flights if needed and check which teams have blackout dates applied.

Teams	Games	Fields	Schedule	Publish

Determine Game Details/Blackout Dates, and View Games
*Indicates Required Fields

Set Length of each Game, Time between each game (Intergame Interval), and games for each team per week.

Game Length in Minutes*	60	Intergame Interval*	120	Games per Team/Week	

Create Blackout Dates for Games

Blackout Dates:

Date	Delete
11/23/2024	🚫
11/24/2024	🚫

Add a Blackout Date: [_____] 📅 ADD

🔍 View Teams w/ Blackout Dates

Apply Blackout Dates to other Flights: [All Flights ▾] APPLY

View counts for Home/Away games, and Team vs. Team: VIEW

B18 - Games Created

GameNum	Game	Round	Home Team	Away Team	EDIT
	A1 vs A2	Bracket			✏️
	A3 vs A1	Bracket			✏️
	A2 vs A3	Bracket			✏️
	B1 vs B2	Bracket			✏️
	B3 vs B1	Bracket			✏️
	B2 vs B3	Bracket			✏️
	First of A vs Second of B	Semi-Final			✏️
	First of B vs Second of A	Semi-Final			✏️
	Winner SF Game# 409329 vs Winner SF Game# 409330	Final			✏️
	3rd of A vs 3rd of B	Consolation			✏️

ASSIGN TEAMS

When you click on the pencil icon, it allows you to edit the matchup details for a specific game. This means you can change which teams are competing against each other in that particular match. You can also add additional games if needed. It's a handy feature if there are any changes or adjustments needed to the game lineup.

The next step involves assigning teams to participate in the upcoming games. The system automatically populates the page with the teams accepted for that flight and auto-assigned ranks. You have two options for assigning teams:

Automatically Assign Teams: Let the system auto-assign teams to a rank.
Manual Assign: Click the pencil icon and select a team from the dropdown.

Pick the method that best suits your needs to ensure that the right teams are included in the pairings for the upcoming games, then choose next.

Use the links on the bottom left of the screen to change team settings in more detail.
- The **flight** link takes you to view all play levels for your tournament/league schedule. From here you can access your play levels in more detail or add/delete a play level group.
- Choosing to **edit the round group** will allow you to add/delete a round for the specific age group you are working on in the wizard. This is the list of teams that will be playing during this round of play. Changes to the database are not saved until you press the Save button (below).
- The **edit round team** option allows you to adjust the list of teams playing this round.

Note: *If you update data by using those links, click Wizard Step to refresh data after updating.*

3. FIELDS

CHOOSE FIELDS

Available	Add Field Availability	Choose Fields
✓	+	✓
✓	+	✓
✓	+	✓

Available	Add Field Availability	Choose Fields
✓	+	✓

Available	Add Field Availability	Choose Fields
✓	+	✓

Select or deselect fields for scheduling. Unchecking a field here removes it from the scheduling process. Search for and add new fields or venues if needed.

- **Size:** Indicates the size or type of the field.
- **Available:** Shows whether the field is currently available for scheduling.
- **Add Field Availability:** Click here to set up availability date, and time records for the available fields.
- **Choose Fields**: Select or deselect fields to use for scheduling.

Note: *Setup and review availability before choosing fields. When you add availability you are required to refresh the screen.*

4. SCHEDULE

SETUP

Next, is the "Select Scheduling Method" section. Here, you have three options to choose from:

1. **Automatically schedule all games:** This method automatically schedules games based on predefined game intervals and field availability. It's a convenient option for quickly generating schedules without manual input.
2. **Manually schedule/adjust games using Drag & Drop:** With this method, you can manually adjust game schedules on fields using an intuitive Drag & Drop interface. It provides flexibility and control over the scheduling process.

3. **Manually schedule/adjust games individually:** This option allows you to enter specific details for each game, including date, time, and field. It's ideal for fine-tuning schedules and accommodating special requirements.

Each method has its benefits, so choose the one that best suits your needs and preferences. Select one and a pop-up window will appear for you to schedule on a date, time, and field.

Choose the close and refresh option in the pop-up window once completed.

Note: *Remember, field availability is required for both the automatic and manual scheduling methods. You may need to add more field availability to schedule all games successfully.*

REVIEW

On this page of the Schedule Wizard, you'll find a summary of the scheduled games for your tournament, broken down by stage: Bracket, Semi-Final, Final, and Consolation, if applicable.

At the top, you'll see the total number of games and the number of unscheduled games for each stage, giving you a clear overview of your scheduling progress.

In the "**Scheduled Bracket Games**" section, you'll find a list of all the games scheduled for the bracket stage. Each game includes details such as the game number, rank, matchup between home and away teams, date, time, and field. Similarly, the sections below provide details of games scheduled for each respective stage of the tournament.

Once your games are scheduled, you'll see a message indicating that your games have been scheduled successfully. You can review the list of scheduled games to ensure accuracy and make any necessary adjustments.

At the bottom of the page, you'll find a button labeled "**Clear Unplayed Games from Schedule**." This button allows you to clear any unplayed games from the schedule, providing you with the option to reset or modify the schedule as needed.

5.   PUBLISH

REVIEW AND ADJUST

Take a final review of the generated schedule to ensure accuracy and fairness. Make any necessary adjustments, such as swapping game times or venues, to optimize the schedule for all teams involved.

FINALIZE AND PUBLISH

Once you're satisfied with the schedule, finalize and publish it.

This may involve generating printable schedules, sending notifications to teams, or making the schedule available online for viewing.

You have the option to export the flight or field schedules to Excel or PDF format. This can be useful for sharing schedules with team staff and provides an offline way to keep track of field assignments and availability.

The **Set Schedule Visible to the Public** button allows you to control when the schedule becomes visible online. You can choose to publish the schedule internally first for review before making it visible on the public website. This gives you control over the timing of the schedule's release and ensures that any necessary adjustments can be made before it is made public.

Check the box and choose 'Save' to publish your schedule now or return here to publish it later.

Use the links on the bottom left of the screen to change team settings in more detail.

- **Publish Schedule**, allows you to edit, view, or publish age groups, schedules, and game stats. You can control when and how the schedule is published, whether internally for team managers or publicly on the association's website.
- **Public Teams & Schedules View** link gives you a list of accepted teams, their schedules, and their results after the schedule has been published. It provides a

public-facing view of the schedule and results for spectators, parents, and other stakeholders.

Choose 'Finish' when you are ready to move on to the next flight.

SINGLE ELIMINATION

Think of single elimination as perfect for knockout tournaments. It sets up schedules where teams get eliminated after one loss. The wizard does this based on ready-made templates. Plus, you can choose whether teams get seeded by rank or randomly. This option is great for creating exciting, head-to-head matchups without any second chances.

Single Elimination Scheduling

Create single elimination knock-out schedules based upon predefined templates. Ranked and randomized seeding options are available.

These tabs allow you to navigate through the different aspects of this specific scheduling wizard method.

6. **Teams:** Manage the teams participating in the selected group.
7. **Bracket:** Position teams in their brackets.
8. **Games:** Set up and manage the game's matchups.
9. **Fields:** Organize the venues and fields where games will be played.
10. **Schedule:** Create, view, and adjust the overall schedule.
11. **Publish:** Finalize and make the schedule available to participants.
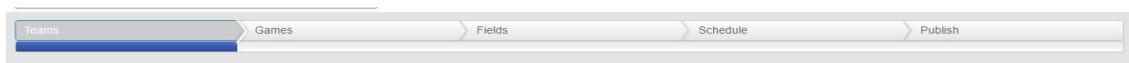
1. TEAMS

SELECT AGE GROUP (FLIGHT)

Choose the age group or flight you would like to schedule.

CHOOSE YOUR TEMPLATE

Input the number of teams in the selected flight and choose 'Next'.

Choose the only single elimination option from the template list, then 'Save and Continue'.

TEAM PLACEMENT

After successfully creating the bracket groups based on the chosen template, it's time to place the teams into their respective brackets. Each team is represented by a seed number, and you'll assign them to their corresponding slots in the bracket.

You have two options for assigning teams:

Automatically Assign Teams: Let the system auto-assign teams to a rank.
Manual Assign: Click the pencil icon and select a team from the dropdown next to each seed.

Note: *Only accepted teams can be assigned directly to their positions.*

Pick the method that best suits your needs to ensure that the right teams are included for the upcoming games, then choose 'Save & Continue'.

Use the links on the bottom left of the screen to change team settings in more detail.

- The **flight** link takes you to view all play levels for your tournament/league schedule. From here you can access your play levels in more detail or add/delete a play level group.
- Choosing to **edit the round group** will allow you to add/delete a round for the specific age group you are working on in the wizard. This is the list of teams that will be playing during this round of play. Changes to the database are not saved until you press the Save button (below).
- The **edit round team** option allows you to adjust the list of teams playing this round.
- **Delete the flight** to start over.

Note: *If you update info using the links, click the highlighted Wizard Step to refresh data after updating.*

2. BRACKET

This page shows you the tournament bracket for the selected play group. Each team is represented by a seed number, indicating their position in the bracket.

- Teams matched up against 'BYE' are advancing to the next round without playing due to having no opponent in their current matchup.

- Teams marked as 'TBD' (To Be Determined) are waiting for their opponents to be decided. You can review and make changes to the team lineup by navigating back to the Teams tab.

3. GAMES

In this section, you'll specify the parameters for your games, including their duration, halftime, and any other relevant rules. Modify game details, blackout dates, and game templates as needed. Quickly determine the key details for each game!

SETUP GAME PARAMETERS

Game Length in Minutes: First, determine how long each game will last by specifying the duration in minutes. For instance, in soccer, it might be 50 minutes.

Intergame Interval: This is the break time between the conclusion of one game, and the start of another. Think of it as the cooldown period. For example, 120 minutes might be ideal to allow teams to rest, recover, and prepare for their next game.

Games per Team per Week: How many games will each team play in a week? This helps balance the schedule for fairness.

Blackout Dates: Sometimes, there are days when games can't be scheduled, like holidays or maintenance days. You can view existing blackout dates and add new ones as needed. Extend blackout dates to other flights if needed and check which teams have blackout dates applied. Simply choose 'Add' to get started.

Note: *Choosing the edit pencil icon will allow you to update team descriptions only.*

If you need to tweak any game specifics or make adjustments, you can use the handy links provided at the bottom left of the screen.

- The **round game** link takes you to the flight schemas page where you can edit a specific game match-up, delete them all, and start over or assign game dates.

Choose Save & Continue once you are happy with the games.

4. FIELDS

CHOOSE FIELDS

Select or deselect fields for scheduling. Unchecking a field here removes it from the scheduling process. Search for and add new fields or venues if needed.

- **Size:** Indicates the size or type of the field.
- **Available:** Shows whether the field is currently available for scheduling.
- **Add Field Availability:** Click here to set up availability date, and time records for the available fields.
- **Choose Fields**: Select or deselect fields to use for scheduling.

Note: *Setup and review availability before choosing fields. When you add availability you are required to refresh the screen.*

5. SCHEDULE

SETUP

Next, is the "Select Scheduling Method" section. Here, you have three options to choose from:

1. **Automatically schedule all games:** This method automatically schedules games based on predefined game intervals and field availability. It's a convenient option for quickly generating schedules without manual input.
2. **Manually schedule/adjust games using Drag & Drop:** With this method, you can manually adjust game schedules on fields using an intuitive Drag & Drop interface. It provides flexibility and control over the scheduling process.
3. **Manually schedule/adjust games individually:** This option allows you to enter specific details for each game, including date, time, and field. It's ideal for fine-tuning schedules and accommodating special requirements.

Each method has its benefits, so choose the one that best suits your needs and preferences. Select one and a pop-up window will appear for you to schedule on a date, time, and field.

Choose the close and refresh option in the pop-up window once the schedule is completed.

Note: *Remember, field availability is required for both the automatic and manual scheduling methods. You may need to add more field availability to schedule all games successfully.*

Once your games are scheduled, you'll see a message indicating that your games have been scheduled successfully. You can review the list of scheduled games to ensure accuracy and make any necessary adjustments.

REVIEW

On this page, you'll find info on the scheduled games for your tournament, broken down by stage. Each game is listed with its game number, rank, matchup between home and away teams, date, time, and field.

At the top, you'll see the total number of games and the number of unscheduled games for each stage, giving you a clear overview of your scheduling progress. The section below displays the matchup details for each scheduled round.

At the bottom of the page, you'll find a button labeled "**Clear Unplayed Games from Schedule**." This button allows you to remove any unplayed games from the schedule, providing flexibility to adjust and reset the schedule as needed.

Once you've reviewed the scheduled games, you can proceed with the next steps in the scheduling process or make any additional adjustments using the options provided.

6. PUBLISH

REVIEW AND TWEAK

Take a final review of the generated schedule to ensure accuracy and fairness. Make any necessary adjustments, such as swapping game times or venues, to optimize the schedule for all teams involved.

FINALIZE AND PUBLISH

Once you're satisfied with the schedule, finalize and publish it.

This may involve generating printable schedules, sending notifications to teams, or making the schedule available online for viewing.

You have the option to export the flight or field schedules to Excel or PDF format. This can be useful for sharing schedules with team staff and provides an offline way to keep track of field assignments and availability.

The **Set Schedule Visible to the Public** button allows you to control when the schedule becomes visible online. You can choose to publish the schedule internally first for review before making it visible on the public website. This gives you control over the timing of the schedule's release and ensures that any necessary adjustments can be made before it is made public.

Choose finish when you are ready to move on to the next flight.

UPLOADING A SCHEDULE

If you already have a schedule prepared in Excel, you can easily upload it into the system. This option is ideal for those who prefer to work with spreadsheet software or have complex scheduling requirements that are easier to manage outside of the system. This feature ensures efficient management of game schedules, reducing manual data entry and minimizing errors. Follow the instructions below to seamlessly upload schedules for your selected flight.

ACCESS THE UPLOAD MODULE

1. Log in to your Sports Connect platform.
2. Navigate to the scheduling module and choose your schedule.
3. Hover over the "Scheduling" option on the toolbar.
4. Find and select the option "Upload Schedules From Excel".

Note: Remember, uploading knocks out schedules flight by flight, not all at once.
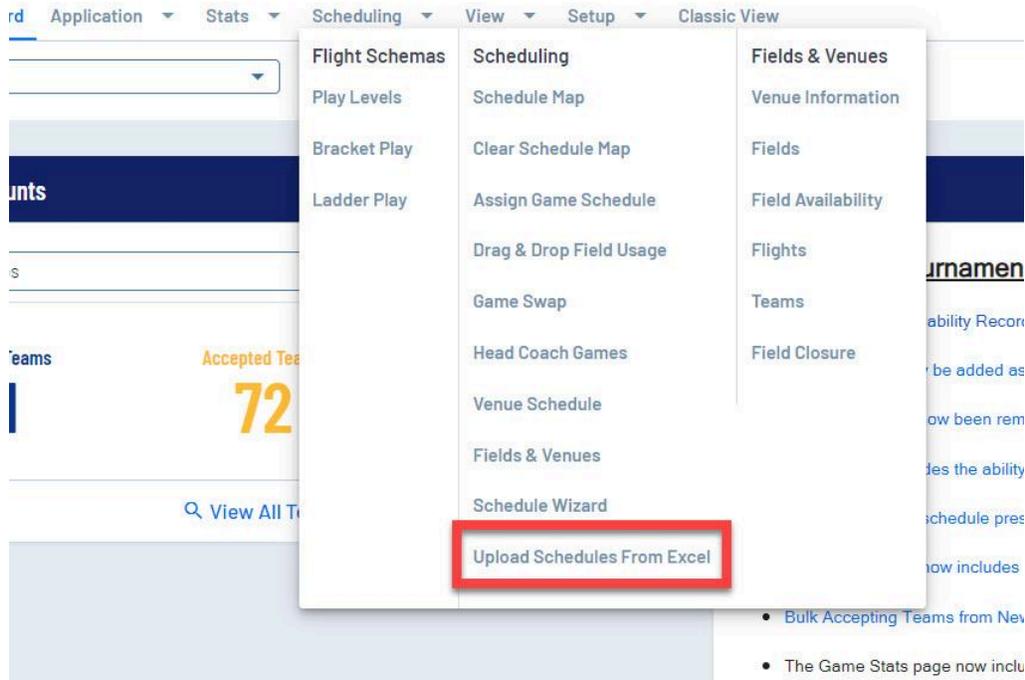
1. CLEAR CONTENTS

Clear the sample and informational text from the template except for the header row.

2. PREPARE YOUR EXCEL FILE

Ensure your Excel file contains scheduling data exclusively for the selected flight. Follow the template provided, including the exact headers:

- GameNum
- Date
- Time
- FieldID
- HomeTeam
- AwayTeam
- RoundTypeCode

3. FILL IN THE TEMPLATE

Enter your scheduling data into the template. Each row represents a game, with specific details. Remember to fill in all fields, also indicated with (*).

Template Tips & Information

- The upload process only updates unplayed games.

Teams
- Teams must be created in the system before you can upload the schedule.
- For instructions on how to create teams, please refer to Part 2 of the manual.

Note: Use "A1, A2, A3..." to represent your teams instead of the team names.

Game Number
- New games will be created if the Game Number is set to 0.
- The system will match existing game numbers and update corresponding games, as long as the number isn't a 0.

Field IDs
- Field IDs must be created in the system before you can upload the schedule. match existing fields in the system.
- When FieldID is set to 0, games will be uploaded in 5-minute intervals on TBD fields.

Round Type Code
- The "RoundTypeCode" must match one of the specified codes from the system.
- The codes (B, R64, R32, R16, QF, SF, F, or C).

4. SAVE YOUR EXCEL FILE

Save your Excel file with a name you will easily recognize and in the .xlsx extension format.

5. UPLOAD

To begin uploading your schedule, select the text 'Upload Schedules from an Excel for a Flight'. You'll first need to pick your age group or division called a flight. It's like choosing the group of teams you want to work with. Select the desired flight from the dropdown menu.

Click on "Choose File" to select your prepared Excel file. Next, click "Read File"

Select a Flight: *

Select one --------------

Upload Excel for the Flight above: *
Choose File | No file chosen

Read File   Close

6. REVIEW

The data from the file you uploaded is now displayed on the screen with team names. Any errors or invalid information are in red.

Carefully review each schedule to ensure accuracy before proceeding with the update. If you decide you only want to upload some of the games, deselect the games you no longer want to include in the upload.

Upload Schedules -- A 2024 Schedule

Select a Flight: *
Bu15

Upload Excel for the Flight above: *
Choose File | No file chosen

Read File   Close

Game Num	Date	Time	FieldID	HomeTeam	AwayTeam	RoundType Code	Status	Select to update	FieldName	HomeTeamName	AwayTeamName
0	12/20/2024	8:00 AM	0	A1	A2	B		☑	TBD	A1 Harbingers	A2 Goal Getters
0	12/21/2024	9:00 AM	0	A3	A5	B		☑	TBD	A3 Offside Offenders	A5 Rainbow Riders
0	12/22/2024	3:00 PM	0	A4	A6	B	Schedule Updated		TBD	A4 Out Of Bounds	A6 Shin-Guard Shifters
0	12/1/2024	5:00 PM	0	A6	A1	B	Schedule Updated		TBD	A6 Shin-Guard Shifters	A1 Harbingers
0	12/16/2024	6:00 PM	0	B1	B6	B	Schedule Updated		TBD	B1 Side Liners	B6 Goal Godfathers
0	12/17/2024	7:00 PM	0	B3	B2	B	Schedule Updated		TBD	B3 Whistle Blowers	B2 Swift Saves
0	12/18/2024	8:00 PM	0	B4	B1	B	Schedule Updated		TBD	B4 World Cuppers	B1 Side Liners
0	12/19/2024	9:00 PM	0	B5	B3	B	Schedule Updated		TBD	B5 Persist And Assist	B3 Whistle Blowers

Update Selected Schedules

Finally, click "Update Selected Schedules" to finalize the process.

Note: It's important to remind you that any updates made to the schedules are permanent and cannot be reversed.

By following these instructions, you can efficiently upload schedules from your Excel file into the tournament scheduling system, ensuring accurate and up-to-date game schedules for your selected flight.

7. PUBLISH

Once you're satisfied with the schedule, finalize and publish it.

This may involve generating printable schedules, sending notifications to teams, or making the schedule available online for viewing.

MANUAL SCHEDULING

This involves several steps, including applying and accepting teams, setting up field availability, flight schema setup, scheduling games, and publishing the schedule.

CROSSPLAY

Cross Bracketing allows you to group teams into sub-groups and still schedule them to play against each other.

Cross Bracketing only requires One Group – Example BU14 Eastern (Bracket - A)

BU14 Eastern (Bracket - A)

Auto Advance From ◯ Bracket ⦿ SubGroup (☐ Do Not Advance Wildcards)   ◯ Do Not Auto Advance To Next Round

* Rank	* Group Index	Description *	Team Name	Advancing SubGroup Code *	Action
1 ⌄	1	A1	⌄	A	☐ delete
2 ⌄	2	A2	⌄	A	☐ delete
3 ⌄	3	A3	⌄	A	☐ delete
4 ⌄	4	A4	⌄	A	☐ delete
5 ⌄	5	B1	⌄	B	☐ delete
6 ⌄	6	B2	⌄	B	☐ delete
7 ⌄	7	B3	⌄	B	☐ delete

* Required field.   [Add Row]   [Save]

Advancing Sub-GroupCode is used to split a bracket further into subgroups, By default, all teams have same subgroup as the bracket
On the public pages this will split the groups to appear as two different Groups:

Group -- A
A1 : A1
A2 : A2
A3 : A3
A4 : A4

Group -- B
B1 : B1
B2 : B2
B3 : B3

Click on "Bracket Games Templates" button to set the correct template to generate your pairings:

Bracket Games Templates

The template should include the total number of teams in the flight. In this example – 7 Teams

Create a new template

* # of team in a group: 7 ▾	*Algorithm:	Round Robin ▾
*Templete Name: 7Team Template	* # of Game Repetition: 1 ▾	Create

Once template is created or selected, check the box Used by this Round or Used by All Age Groups to tell the system which template to use when creating pairings:

7Teams_template (Game:21 -- Team:7)   **Rename to** [   ] Rename

View counts for template Home games/Away games, and Team verse Team View

☐ Used by All Age Groups   ☑ Used by this Round only

* Rank	* Sub Rank	* Team #1	* Team #2	* Description	Schedule Day Assigned #	Action
1 ▾	1 ▾	T1 ▾	T2 ▾	T1 vs T2	System Assigns ▾	☐ delete
1 ▾	2 ▾	T5 ▾	T6 ▾	T5 vs T6	System Assigns ▾	☐ delete
1 ▾	3 ▾	T4 ▾	T7 ▾	T4 vs T7	System Assigns ▾	☐ delete

Click back to rounds and then click Games box. Now when you click automatically create games, the system will create pairings based on the template defined:

Games Created Successfully.

This is the list of games that will be played durring this round of play. Changes to the database are not saved until you press the **Save** button (below). This allows you to make changes and cancel them if you don't like the changes that you have made. To cancel changes, just click on the **Back** button (above). Game Description is **Read Only** field. It is automatically created from selected teams
Schedule Day Assigned # : If a day is assigned to a game, the game will be simply put on the given sequential day of the open field based on field availability plus the orders of Rank and SubRank and bypass all other rules. To make the day sequence consistent cross all fields, please setup fieldavailability data with identical dates for all fields, for fields are not available for the date, just give 30 min open time, then no game will schedule on the date for the field.
New!   For Gaming using team home fields, if you know games are playing in which date , then assign the day to the game, scheduler will put game there.

| Automatically Fill-in Missing Games | | Delete All |

View counts for Home games/Away games, and Team verse Team [View]

BU14 Eastern (Bracket - A)

GameNum	* Rank	* Sub Rank	* Team #1	* Team #2	* Description	Schedule Day Assigned #	DeleteGame
0	1 ⌄	1 ⌄	A1 ⌄	A2 ⌄	A1 vs A2	System Assigns ⌄	☐ delete
0	1 ⌄	2 ⌄	B1 ⌄	B2 ⌄	B1 vs B2	System Assigns ⌄	☐ delete
0	1 ⌄	3 ⌄	A4 ⌄	B3 ⌄	A4 vs B3	System Assigns ⌄	☐ delete
0	2 ⌄	1 ⌄	B2 ⌄	B3 ⌄	B2 vs B3	System Assigns ⌄	☐ delete
0	2 ⌄	2 ⌄	A2 ⌄	A4 ⌄	A2 vs A4	System Assigns ⌄	☐ delete
0	2 ⌄	3 ⌄	A3 ⌄	A1 ⌄	A3 vs A1	System Assigns ⌄	☐ delete
0	3 ⌄	1 ⌄	B1 ⌄	A3 ⌄	B1 vs A3	System Assigns ⌄	☐ delete

ADVANCING ROUNDS

Based on the number of Group / SubGroup Teams to Advance set in the flight schema, you can click on Ladder Play to create your advancing rounds:

# of Group/SubGroup Teams to Adv *

| 4 |

SINGLE ELIMINATION

A type of tournament format in which teams or participants compete in matches, with the loser of each match being immediately eliminated from the tournament. This process continues until only one team or participant remains as the champion.

Benefits:

- **Efficiency:** Faster to complete as it requires fewer matches.
- **Clarity:** A simple format makes it easy to understand for organizers and participants.
- **Excitement:** High stakes in every match since a single loss means elimination.

Considerations:

- **Critical**: Since one loss results in elimination, it can be less forgiving than other formats.
- **Number of Games**: Depending on the number of teams, some rounds may have an uneven number of matches, which may require byes (automatic advancement) for some teams in the early rounds.

BRACKET

Set Up Groups and Teams then Organize your Teams into Brackets.

Note: At least one team application must be accepted into the age group to activate Bracket Play.

Scheduling ▼

Flight Schemas
Play Levels
Bracket Play
Ladder Play
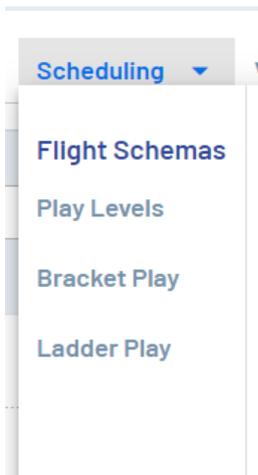
1. Navigate to the 'Scheduling' tab then choose 'Bracket Play'.
2. Select the Play Group or flight you would like to set up.
3. Fill in the parameters of the schedule. Accepted teams will automatically populate into the bracket.

- **Teams Per Bracket:** Indicates the number of teams that will be placed in each bracket.
- **# of Brackets:** This tells us how many brackets will be created for the tournament. It's calculated based on the total number of teams and the teams per bracket.
- **Teams to Advance from Bracket:** Specifies the number of teams that will advance from each bracket to the next stage of the tournament.

4. Once all the settings are configured according to your preferences, you can click the 'Create Bracketing' button to initiate the bracketing setup process.
5. Next, you can choose to seed or rank your teams individually or select 'Rank All Unranked Teams' to randomly rank accepted and waitlisted teams.

Note: *Some teams may have specific rankings assigned to them, while other teams might be sorted based on criteria like the year, tournament performance, wins, ties, and losses.*

6. Review and adjust the auto-advance setting to prevent unintended progression. Set the Auto-Advance option to "Do not auto-advance to the next round" to maintain manual control over team progression.

Note*: Double-check that the correct number of teams are set to advance to avoid bracket discrepancies. Choose the team name to navigate back to the team's application if you need to update any details.*

LADDER PLAY

Set Up Advancing Rounds and Configure Advancing Rounds.

Note: *In the ladder play settings, set the number of advancing teams to more than one to enable the feature.*

1. Navigate to the 'Scheduling' tab then choose 'Ladder Play'.
2. Select the Play Group or flight you would like to set up.
3. Fill in the parameters of the scheduled rounds by choosing a round type.
4. Choose 'Create Ladder Rounds'.
5. All of your advancing rounds will be highlighted.
6. Review and ensure the advancing number of teams is set correctly to reflect the tournament structure.

Note: *Regularly recalculating scores helps maintain up-to-date and accurate tournament results.*

GAMES

In this section, you'll specify the parameters for your games, including their duration, halftime, and any other relevant rules. Modify game details, blackout dates, and game templates as needed. Quickly determine the key details for each game! Overall, your main objective on this page is to create brackets for the selected flight and ensure that teams are appropriately grouped and organized for the tournament.

SETUP GAME PARAMETERS

- **Start Time Interval:** This setting controls the "Start Time Interval" of your games i.e. how long is the field blocked off before another game can be scheduled regardless of the length of the game itself. Both of these settings can later be adjusted in flight schemas-play levels if needed.
- **Play Time Length in Minutes:** First, determine how long each game will last by specifying the duration in minutes. For instance, in soccer, it might be 50 minutes.
- **Halftime Length:** How long is the break time between halves?
- **Intergame Interval:** This is the break time between games. Think of it as the cooldown period. For example, 120 minutes might be ideal to allow teams to rest, recover, and prepare for their next game.
- **Games per Team per Week:** How many games will each team play in a week? This helps balance the schedule for fairness.
- **Blackout Dates:** Sometimes, there are days when games can't be scheduled, like holidays or maintenance days. You can view existing blackout dates and add new

ones as needed. Extend blackout dates to other flights if needed and check which teams have blackout dates applied. Simply choose a date and the 'Add a Date' button.

SEED TEAMS

This section provides a comprehensive overview of the teams participating in the quarter-final round and allows you to make necessary adjustments before proceeding with scheduling the tournament.

1. Navigate to the seeding settings for the quarter-finals.
2. Adjust the team descriptions as needed to ensure clarity. Examples include labeling teams as A1-A8, Seed 1-Seed 8, or WC1-WC8 (Wild Card).

Note: *Descriptions are visible to the public, so ensure they are clear and accurate for easy understanding.*

PROGRESSION MAPS

This page allows you to define how teams progress from the bracket play stage to the current round. Set up game progressions and use the progression map settings to define which winners will play against each other in subsequent rounds. For example, the winner of game 1 plays the winner of game 2, and so on.

1. You have the option to choose from predefined templates available in the pull-down menu or create your custom mapping. Adjust these mappings as necessary to control matchups and ensure a balanced progression.
2. Once you've set up the mapping according to your preferences, you can save it by clicking "Save Mapping." This applies the mapping to the current round of the tournament. If you've created a custom mapping, you also have the option to save it as a template for future use.

FIELDS
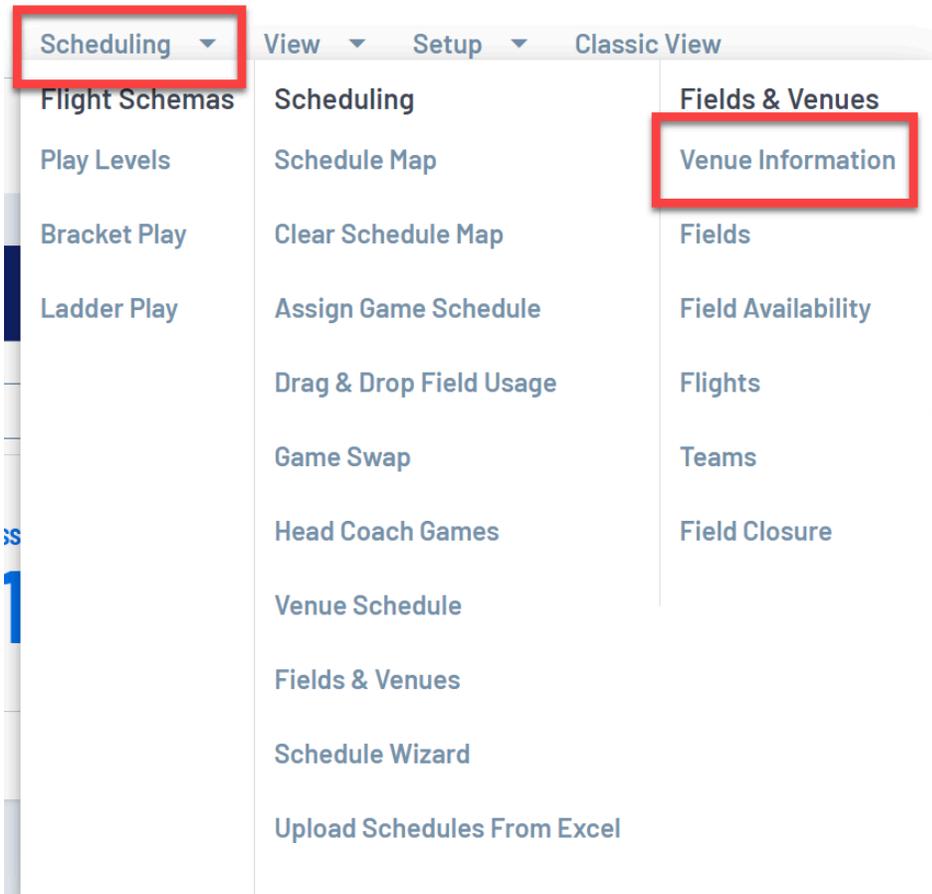
1. Navigate to the venue Information settings and select the venue name.
2. Next, select the 'Field Availability' tab and choose a field name to manage availability.
3. Once you click on a field you can view its existing availability records. You can also edit these records if needed
4. To add new availability, input the available dates and times for each field. Ensure they cover the entire duration of the tournament to avoid scheduling conflicts.

Note: *Utilize the copy feature to replicate availability settings across all fields within the venue. This ensures consistency and saves time. You also have the option of copying over fields from a*

5. Choose the Teams tab, and assign home fields to each team. The system will prioritize these fields for scheduling home games.

ADVANCED SCHEDULING OPTIONS

SCHEDULE MAP - PAIRING DATE, TIME & FIELD

Schedule all rounds randomly.
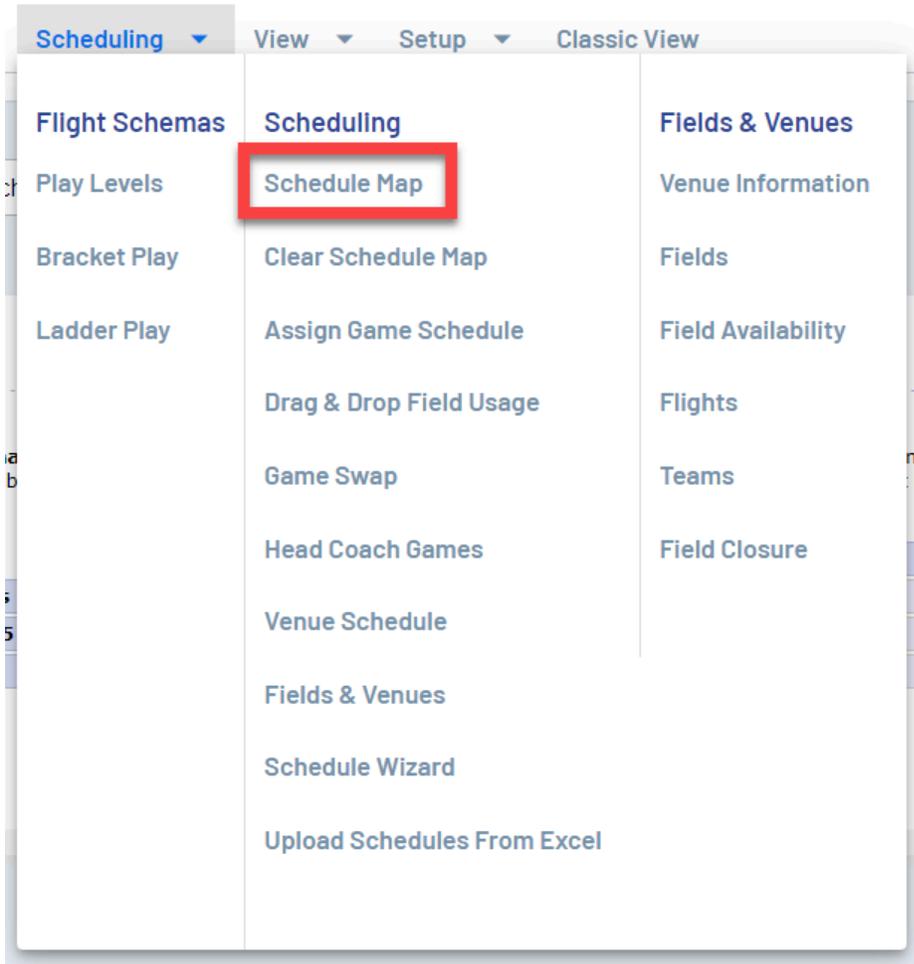
Note: Each cell shows the number of scheduled games in black and the number of unscheduled games in red.

1. Cells with unscheduled games are selectable. Choose the brackets or rounds you would like Sports Connect Association to schedule for you, they will turn gold/yellow. Click the same cell again to deselect it.
2. Choose a Scheduling Mode

Home Games First, Then All Games: This mode prioritizes scheduling home games before filling in other games.
Minimize Head Coach Conflict: This mode aims to reduce conflicts for head coaches managing multiple teams.

Schedule Map

Each cell displays the number of scheduled games in black, and the number of unscheduled games in red. All cells that contain unscheduled games, have a gold border and may be selected for scheduling by clicking on them. Click a cell again to deselect it. Clicking **blue +** will popup a detail games screen when the cursor becomes a hand.

Scheduling Mode: [All Games On All Fields ▼]   ☑ Minimize Head Coach Conflict

Total Games (451)	Bracket (405)	Round of 32 (16)	Round of 16 (16)	Quarter Final (8)	Semi-Final (4)	Final (2)
Boys BU14	---	---	0 (8) +	0 (4) +	0 (2) +	0 (1) +
Bu15	405 +	16 +	0 (8) +	0 (4) +	0 (2) +	0 (1) +

Schedule Limits

Begin: [May ▼] [29 ▼] [2025 ▼] at [04 ▼] [05 ▼] [PM ▼]

End: [January ▼] [31 ▼] [2026 ▼] at [10 ▼] [00 ▼] [PM ▼]

[Schedule Selected Rounds]

Note: *Clicking the blue "+" sign when the cursor becomes a hand will open a detailed game screen.*

3. Review the game details by round. The number in red is the overall number of unscheduled games while black represents scheduled.
4. Define the start and end dates and times for your scheduling period.
5. Choose the 'Schedule Selected Rounds' button.
6. Finally, confirm the basic info for the rounds you selected to schedule by choosing the 'Confirm' button.

Confirm Rounds to be Scheduled   [<< Back]

This table shows each of the rounds that you have selected for scheduling. Verify that you have selected the correct rounds and limits.

Scheduling Mode: [Home Games First, Then All Games ▼]   ☑ Minimize Head Coach Conflict

Flight	Round	Start Time Interval	Play Time Length	Halftime Length	Total Games	Unscheduled Games	Fields
Bu15	Round of 16	1	1	0	8	8	5
Bu15	Quarter Final	1	1	0	4	4	5

Schedule Limits	
Begin:	Monday, September 29, 2025 at 09:50 AM
End:	Saturday, January 31, 2026 at 03:00 PM

[Confirm]

BRACKET PAIRING- DATES ONLY

1. Navigate to the flight and bracket you would like to schedule.
2. Click the 0 below games.
3. Choose the 'Automatically Create Games' button and games will automatically be created for your brackets.

Note: Click the 'View' button to review the totals for home and away games.

4. Review and tweak games in your bracket to work with your rules.
5. Manually assign game dates to match-ups or leave them blank.

6. To have the system schedule the date assignments, choose the hyperlink in the text 'Click here to show'.

7. Enter the start date and days of the week games can be played.
8. Choose 'Assign GameDate' to assign dates to all open games.
9. Click 'Save Date' to finalize the dates.
10. Choose 'Automatically Fill-in Missing Games' for the system to auto-assign random game numbers.

ROUNDS PAIRING- DATES ONLY

Rounds

Bu15

| | | | | | Bracket | Round of 64 | Round of 32 | Round of 16 | Quarter Final | Semi-Final | Final | Consolation |

Blackout date added.

This page allows you edit the round options as well as change the rounds that will be played for the play level selected. To edit the **Teams**, **Games**, or **Fields** associated with a round, just click on the count in its respective column. Make sure that the changes you have made are correct, before clicking on the **Save** button.
Also a **popup estimator** can be used to estimate field# and game# `Estimator`

* Required field.

Status		Groups	Teams	Games	Fields
Active ⌄		1	32	16	5

Start Time Interval *		Play Time Length *	
120		60	

Halftime Length *		InterRound Interval *	
10		166	

# of Group/SubGroup Teams to Adv *

| 1 | | **Progression Mapping** |

`Save`

Blackout Dates List of the Flight

[ ] 📅	`Add a date`

07/04/2024   delete

Apply Blackout Days to other Flights
All Flights ⌄
`Apply`

Blackout Dates of Teams in this Flight

Round Mapping: Bu15 - Round of 32

This page allows you to set up the mapping of advancing teams from bracket play. You may choose predefined templates from the pull-down menu or, create your own custom templates. Once you have the mapping set to your satisfaction, simply click **Save Mapping** to apply the mapping to the current round. If you created a custom mapping, you have the option of saving it as a template for future use. If Mapping for the flight is changed after Games have been created, all games are automatically adjusted according to the new applied mapping.

`Clear Mapping` `Create Games`

Bu15 (Round of 32 - A)

GameNum	Rank *	Sub Rank *	Team #1 *	Team #2 *	Description *	Schedule Day Assigned #	Delete Game	AssignGameDate	Save Date ...
598320	1 ⌄	1 ⌄	1st of A ⌄	1st of B ⌄	1st of A vs 1st of B	System Assigns ⌄	☐	[ ]	📅
598321	2 ⌄	1 ⌄	1st of C ⌄	1st of D ⌄	1st of C vs 1st of D	System Assigns ⌄	☐	[ ]	📅
598322	3 ⌄	1 ⌄	1st of E ⌄	1st of F ⌄	1st of E vs 1st of F	System Assigns ⌄	☐	[ ]	📅
598323	4 ⌄	1 ⌄	1st of G ⌄	1st of H ⌄	1st of G vs 1st of H	System Assigns ⌄	☐	[ ]	📅
598324	5 ⌄	1 ⌄	1st of I ⌄	1st of J ⌄	1st of I vs 1st of J	System Assigns ⌄	☐	[ ]	📅
598325	6 ⌄	1 ⌄	WC 1 ⌄	WC 2 ⌄	WC 1 vs WC 2	System Assigns ⌄	☐	[ ]	📅
598326	7 ⌄	1 ⌄	WC 3 ⌄	WC 4 ⌄	WC 3 vs WC 4	System Assigns ⌄	☐	[ ]	📅

11. Review and tweak games in your round to work with your rules.
12. Manually assign game dates to match-ups or leave them blank.

13. To have the system schedule the date assignments, choose the hyperlink in the text 'Click here to show'.

<< Back to Rounds   << Back to Search

This is the list of games that will be played durring this round of play. Changes to the database are not saved until you press the **Save** button (below). This allows you to make changes and cancel them if you don't like the changes that you have made. To cancel changes, just click on the **Back** button (above). Game Description is **Read Only** field. It is automatically created from selected teams

Schedule Day Assigned **#** : If a day is assigned to a game, the game will be simply put on the given sequential day of the open field based on field availability plus the orders of Rank and SubRank and bypass all other rules. To make the day sequence consistent cross all fields, please setup fieldavailability data with identical dates for all fields, for fields are not available for the date, just give 30 min open time, then no game will schedule on the date for the field.

For Gaming (including using team home fields) if you know which dates you want to assign each game, use ◊Schedule Day Assigned◊ to tell the scheduler which date to assign each game based on the field availability you have set. If field availability does not allow this game to be scheduled on the requested ◊Field Day◊, the system will not schedule this game. You can then adjust field availability or manually schedule this game on that date.

AssignGameDate: To display games based on dates only, you can use the calendar function below and click the ◊Save Date◊ button. This will show the game in the schedule based on the selected date. Configurations allow the team or field assignor to move this game to real field and time. Field and field availability setups are no longer needed. Click **here to show** the tool to assign game dates. Or enter dates one by one.

Assign Game Date. Assign the same date for games with the same rank
Dates are not saved until clicking [Save Date]
From 5/16/2024 [📅]   recurring every ☑ S ☐ M ☐ T ☐ W ☐ TH ☐ F ☑ SA   [Assign GameDate]   [Hide]

[Automatically Fill-in Missing Games]   [Delete All]

View counts for Home games/Away games, and Team verse Team [View]

Bu15 (Round of 32 - A)

GameNum	Rank*	Sub Rank*	Team #1*	Team #2*	Description*	Schedule Day Assigned #	Delete Game	Save Date AssignGameDate ...
598320	1 ˅	1 ˅	1st of A ˅	1st of B ˅	1st of A vs 1st of B	System Assigns ˅	☐	[ ] 📅
598321	2 ˅	1 ˅	1st of C ˅	1st of D ˅	1st of C vs 1st of D	System Assigns ˅	☐	[ ] 📅
598322	3 ˅	1 ˅	1st of E ˅	1st of F ˅	1st of E vs 1st of F	System Assigns ˅	☐	[ ] 📅
598323	4 ˅	1 ˅	1st of G ˅	1st of H ˅	1st of G vs 1st of H	System Assigns ˅	☐	[ ] 📅
598324	5 ˅	1 ˅	1st of I ˅	1st of J ˅	1st of I vs 1st of J	System Assigns ˅	☐	[ ] 📅
598325	6 ˅	1 ˅	WC 1 ˅	WC 2 ˅	WC 1 vs WC 2	System Assigns ˅	☐	[ ] 📅

14. Enter the start date and days of the week games can be played.
15. Choose 'Assign GameDate' to assign dates to all open games.
16. Click 'Save Date' to finalize the dates.
17. Choose 'Automatically Fill-in Missing Games' for the system to auto-assign random game numbers.

Drag and Drop:

Use the drag-and-drop interface to assign game dates, times, and fields. This method offers flexibility and control over the scheduling process.

PUBLISH
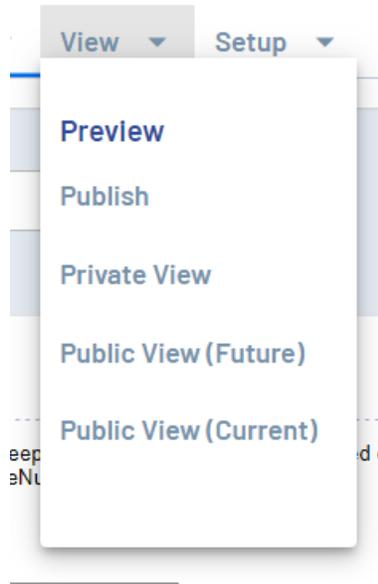
REVIEW AND TWEAK

Take a final review of the generated schedule to ensure accuracy and fairness. Make any necessary adjustments, such as swapping game times or venues, to optimize the schedule for all teams involved.

FINALIZE AND PUBLISH

Once you're satisfied with the schedule, finalize and publish it.

This may involve generating printable schedules, sending notifications to teams, or making the schedule available online for viewing.

You have the option to export the flight or field schedules to Excel or PDF format. This can be useful for sharing schedules with team staff and provides an offline way to keep track of field assignments and availability.

Edit / View / Publish Agegroups, Schedules, Game Stats
To view or edit a flight group's game schedules and statistics, click on the flight. To publish the Tournament Comment, publish the comment with one flight.

Show teams in the following status(es) on the published Teams page

New ☐   Pending ☐   Wait List ☑   Accepted ☑   Dropped ☐   Rejected ☐   Withdrawn ☐   UnRegistered ☐

AgeGroup / Flight	Accepted Visible	Bracket Visible	Schedule Visible	Stats Visible	W, L, T Visible	WildCard Adj	WC Tab Visible	Manual Publish	Auto Publish	Last Published	Comment	Comment Updated	Last Modified
	☑	☑	☐	☑	☑	☑	☑	☑	☐				
Beginner Boys	☑								n/a				
Recreational Boys	☑								n/a				
Boys U14	☑												
Boys BU14		☐	☐	☑	☑	☑	☑	☑	☐ Every 15 Min	n/a	Add	n/a	n/a
BU15	☑												
Bu15		☑	☐	☑	☑	☑	☑	☑	☐ Every 15 Min	n/a	Add	n/a	5/29 4:08P
BU18	☑												
B18		☐	☐	☐	☐		☑	☑	☐ Every 15 Min	n/a	Add	n/a	n/a
						☑ Comment For This Tournament:					Add	n/a	

Publish Date Range
5/1/2025 - 5/30/2025

[Save Changes & Publish Selected Flights]

The **Schedule Visible** button allows you to control when the schedule becomes visible online. You can choose to publish the schedule internally first for review before making it visible on the public website. This gives you control over the timing of the schedule's release and ensures that any necessary adjustments can be made before it is made public.

Check the boxes and choose 'Save Changes & Publish Selected Flights' for your schedule now or come back here to publish it later.

Note: *Select the manual publish option for the first-time release of the schedule to confirm all details are correct.*

By following these steps and utilizing the provided tips, you can efficiently set up and manage a single elimination tournament. Each step ensures that the tournament runs smoothly, from the initial setup to the final publication of the schedule.

CONCLUSION

No matter which option you choose, the goal is to create a well-organized and efficient schedule for your league or tournament. Whether you prefer the guided approach of the Scheduling Wizard, the convenience of Excel uploads, or the hands-on control of manual scheduling, there's a solution that fits your needs.

Remember to consider factors such as team availability, venue availability, and any special requirements when creating your schedule. With the right approach and tools, you can ensure a successful and enjoyable experience for all participants.

Thank you for choosing our Tournament Module Guide, and we wish you the best of luck with your scheduling endeavors!